

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, JUNE 4, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Charles C. Brewer, \_\_\_\_\_;  
Gerald M. Foreman, II, \_\_\_\_\_;  
Kristin W. Forrester, \_\_\_\_\_;  
Helen D. Reynolds, \_\_\_\_\_;  
Willie J. Toney, \_\_\_\_\_;  
Gwen P. Washington, \_\_\_\_\_;  
Derrick R. Wood, \_\_\_\_\_;

### **TOWN ATTORNEY CONTRACT RESOLUTION**

**WHEREAS**, the Town of Dumfries ("Town") acting through its Town Council, is authorized by law to appoint a Town Attorney; and

**WHEREAS**, the Town Attorney serves at the pleasure of the Town Council, serving as the chief legal advisor to the Council and the Town Administration; and

**WHEREAS**, Christine Sanders was appointed Town Attorney on May 24, 2011, and has diligently and faithfully served in that position since that time; and

**WHEREAS**, Ms. Sanders represents that she remains fully qualified to continue to serve as Town Attorney for the Town; and

**WHEREAS**, the Town and Ms. Sanders, after negotiations, desire to enter into this agreement to provide for the continued appointment and employment of Ms. Sanders as Town Attorney for the Town.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Dumfries this 4<sup>th</sup> day of June, 2013, does hereby authorize the Mayor and Town Manager to enter into the contract which was negotiated during its closed session meeting of May 21, 2013 for continued employment with Ms. Sanders as Town Attorney.

By Order of Council:

\_\_\_\_\_  
Gerald M. Foreman, Mayor

Attest:

\_\_\_\_\_  
Dawn Hobgood, Town Clerk

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Willie J. Toney, \_\_\_\_\_;  
Gwen P. Washington, \_\_\_\_\_;  
Derrick R. Wood, \_\_\_\_\_;

**RESOLUTION FOR THE IMPLEMENTATION OF THE SUMMER YOUTH INTERNSHIP PROGRAM**

**WHEREAS**, the Town of Dumfries ("Town") recognizes the importance of our youth and the Town Council supports efforts that will better prepare them for successful futures; and

**WHEREAS**, the Town has implemented this program in past years with high expectations and great success; and

**WHEREAS**, the Town Council wishes to continue with this practice and has approved an application form and selection process that will provide the opportunity for selected youths to learn about the functions of Town government and demonstrate their skills and abilities in assisting several departments within the Town government; and

**WHEREAS**, the Director of Community Services will coordinate this program in conjunction with other Town department heads.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Dumfries this 4<sup>th</sup> day of June, 2013, does hereby acknowledge their support for this program and approves its implementation in July and August 2013.

By Order of Council:

\_\_\_\_\_  
Gerald M. Foreman, Mayor

Attest:

\_\_\_\_\_  
Dawn Hobgood, Town Clerk



DUMFRIES, VIRGINIA  
Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

## Town of Dumfries 2013 Summer Youth Internship Program

### Program Overview

The Dumfries Summer Youth Internship Program will provide an opportunity for our area students to get an in-depth, hands-on experience on the internal workings of Town Hall, as well as develop leadership skills through service based learning, earn money, and acquire business skills through hands-on training.

Five participants will be paid an hourly wage of \$8.00 an hour for a 15-hour work week. Work hours will be between the hours of 9am-3pm. (Exact hours will be determined after selection of program participants).

The Summer Youth Internship Program offers gainful summer Internship for six weeks, in a positive, engaging atmosphere.

### Eligibility Requirements

Students who are 15 -18 years of age, who are residents of the incorporated Town of Dumfries, are eligible for Internship without regard to social, economic, racial, or ethnic backgrounds. Students must have no history of serious criminal or other antisocial behavior that might endanger their safety or that of others; have or be able to obtain a work permit as required under the laws of Virginia; have a Social Security number or have completed an application to secure one; must not be a relative to any Town of Dumfries employee, or Council member; be willing and able to work scheduled duty hours and participate in all assigned tasks.

### How to Apply

To apply, students meeting these qualifications should complete the Summer Youth Internship Program application form, submit the 500 word essay along with (2) reference forms and return it by **June 21, 2013 at noon**. Applications must be mailed to:

**Town of Dumfries  
Summer Youth Internship Program  
Attn: Ms. Cydney A. Neville, MAEd  
17755 Main Street  
Dumfries, Virginia 22026**

*Applicants will be notified of acceptance into the program, by June 26<sup>th</sup>. The program will begin during the week of July 8<sup>th</sup>.*

**Print or Type all answers.** All questions and statements must be answered to determine applicant's eligibility and availability. *Incomplete applications will be rejected.* During the term of Internship, you must be at least 15 years of age and not have reached age 19.

**Mailing Address:** (Street or P.O. Box)

\_\_\_\_\_ Female \_\_\_\_\_ Male

Email: \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year*

Current Grade in School	School Address
-------------------------	----------------

School Guidance Counselor Name &amp; Contact Information

### Emergency Contact Information

Relationship to Student

Home Phone

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Cell Phone

Work Phone

Email Address

## **Applicant's Statement**

**I am familiar with the Town of Dumfries Summer Youth Internship Program and I am interested in working for the local government.** If selected for the program, I will obtain a work permit if necessary. I have or am applying for a social security number. I am a permanent resident of the United States or its territories or possessions. I do not have a history of serious criminal or other antisocial behavior that might jeopardize my safety or that of others. I am not an immediate relative of any Town of Dumfries employee, Council member, or member of any Boards or Commissions. I understand that I will not be compensated for the hours I do not work. I agree to a criminal background check if required. I also agree to complete all assignments required of me, while in the Summer Internship Program; failure to do so, may result in my dismissal.

I certify that all information I have given is true and correct to the best of my knowledge. Incorrect or false statements will constitute grounds for immediate dismissal.

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Signature of Applicant

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Date

## **Parental Consent**

I am familiar with the Town's Summer Youth Internship Program and the applicant has my permission to participate.

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Signature of Parent or Guardian

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Date

---

Printed Name of Parent or Guardian

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Contact Information

## **Essay Requirement**

Each student applying for the Summer Youth Internship Program must submit their 500 word essay along with their completed application and 2 reference forms. In 500 words answer one of the questions below. All essays must be typed and attached to the application.

**Question: Careers in Town of Dumfries include the areas of: Administration, Planning & Zoning, Community Services, Public Works, Information Technology, the Police Department, and serving on the Council; in which area of Town government would you like to pursue a career? Why do you choose this career? What steps will you take to begin a career in your desired field?**

Please include details about your past experiences (paid Internship or volunteer), as well as experiences with teamwork on projects (projects can be school, work, or volunteer related).

**Release to Reprint Clause: I grant the Town of Dumfries permission to reprint my essay submission in future Town of Dumfries promotional, marketing and tourism materials.**

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**Student Signature**

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**Date**

**\*(Be sure to attach your essay to your application)\*  
\*(Attach separate sheet if necessary)\***

## **Eligibility and Application Checklist**

- ☐ Area school students age 15-18 years old
- ☐ Students must live within the incorporated boundaries of the Town
- ☐ Students must provide 2 recommendation forms
- ☐ Students must provide a copy of their 3<sup>rd</sup> Quarter report card.
- ☐ Students must submit a 500 word essay to accompany their application
- ☐ Students must not be an immediate relative of any Town of Dumfries employee, or Council member



## **Why should I participate?**

The competitive nature of the college admissions process requires prospective students to present a well-rounded resume to include exposure to a variety of experiences and opportunities. The Summer Youth Internship Program will help provide students with valuable local government workplace experience and help them to develop leadership skills.

## **Work Hours:**

Students will be considered part-time employees and work 15 hours per week, Monday-Friday 9:00am-3:00pm. (Please see the Program Overview on page 1 for details on hours). The Director of Community Services will supervise the overall program. Participants will rotate within the Town's departments. The six-week program will run from Monday July 8<sup>th</sup> through Friday, August 16<sup>th</sup>.

## **Pay:**

Students will earn a wage of \$8.00 an hour.

## **Participants are responsible for:**

- \*Conducting themselves in a professional manner, including maintaining cooperative relationships with Town staff, completing required tasks accurately and on time, supporting and following program rules, policies and procedures.

- \*Reporting to Town Hall as scheduled and on time.

- \*Working within the limits of their skills and training, handling duties and Internship responsibilities by consulting the Director of Community Services in a timely manner.

- \*Dressing appropriately for the business workplace environment.

- \*Maintaining a daily log of hours worked.

- \*Cell phone usage and other electronic device usage will only be allowed during the daily lunch hour.

- \*Participants must attend one evening Council meeting, and one evening Work Session during the 6-week program.

- \*Participants will prepare a presentation for their Culminating Activity.

## **Town History**

Dumfries history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. A customhouse and warehouse followed in 1731, and many others cropped up along the estuary by 1732. Prince William County was formed and took its name from Prince William Augustus, the second son of King George II of England.

The Town of Dumfries was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfriesshire, Scotland.

After much political maneuvering, the General Assembly established Dumfries as the first of seven townships in the county. Dumfries received its charter on May 11, 1749 ~ making it the oldest continuously chartered town in Virginia.

When Dumfries became the second leading port in Colonial America receiving tobacco from the upland, it rivaled New York, Philadelphia and Boston. Dumfries peaked in size and importance in 1763. For about 15 years Dumfries was a thriving port when several factors brought about its demise: the Revolutionary War, erosion and siltation, and the shift in the main shipping commodity (from tobacco to wheat and sugar).

The Town of Dumfries is only 1.63 square miles in size and our 2009 estimated Census results states our population as 4,954.

## **Town Government**

The Town Government is comprised of seven members who are elected to serve their community. The current Council members are as follows:

Mayor, Gerald M. Foreman II  
Vice Mayor, Willie J. Toney  
Councilman Charles Brewer  
Council Lady Kristin W. Forrester  
Council Lady Gwen P. Washington  
Councilman Derrick R. Wood  
Council Lady Helen Reynolds

The Town Council meets twice a month to discuss relative issues impacting the community at large. These meetings are held the first and third Tuesday of each month at 7pm in the Town Council Chambers. The meetings are televised and can be viewed online, or on Comcast Channel 2 or on Verizon Channel 35.

## **Town Staff**

The Town Staff is led by the Town Manager and is comprised of seven separate service departments to include Administration, Community Development, Planning and Zoning,



Community Services, Information Technology, Public Works and the Police Department. The Town currently employs 28 full-time employees.



## Town of Dumfries Summer Youth Internship Recommendation Form

The Town of Dumfries Summer Youth Internship Program application process requires submission of two (2) recommendations. Both recommendations should be from a current teacher or school staff member. The applicant shall complete Section I and forward the form to the persons who will be completing the reference questions in Section II. Once the reference is completed, the reference shall be returned to the applicant in a sealed envelope. The applicant must submit the completed references along with their application and required essay and submit all documentation to the Town by the deadline of June 21, 2013 at noon, to be considered an eligible candidate for the summer program.

### Section I (to be completed by student applicant)

Name: \_\_\_\_\_  
First Name Middle Initial Last Name  
\_\_\_\_ Male \_\_\_\_ Female

School Currently Attending: \_\_\_\_\_

I am applying for the Town of Dumfries Summer Youth Internship Program. Please complete the evaluation below and return the completed reference form to me in a sealed envelope.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section II (to be completed by person providing reference)

Teacher or School Staff Member's Name: \_\_\_\_\_

Position: \_\_\_\_\_ School Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known this student and in what capacity?

\_\_\_\_\_

In a few words please describe this student: \_\_\_\_\_

\_\_\_\_\_

Is the applicant honest & trustworthy? \_\_\_\_ Yes \_\_\_\_ No

Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for the Dumfries Summer Youth Internship Program? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Teacher or School Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please put the completed reference form in an envelope, seal it, and sign across the seal and return to the student applicant. The applicant must submit the sealed reference forms, 500 word essay and completed application to the Town of Dumfries NLT: June 21, 2013 at noon.**



## Town of Dumfries Summer Youth Internship Reference Form

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Helen D. Reynolds, ;  
Willie J. Toney, ;  
Gwen Washington, ;  
Derrick Wood, ;

**Resolution Authorizing the Clerk to Advertise a Joint Public Hearing with the Planning Commission to Amend the Transportation Section of the Town's Comprehensive Plan**

**Whereas**, on April 16, 2013 staff brought forward a proposed amendment to the Transportation Section of the Comprehensive Plan to change the name of the Harbor Shores Development to the Potomac Shores Development; and

**Whereas**, this change also shows a proposed signalized intersection at Tripoli Boulevard and an extension of Tripoli Boulevard to the northeast to connect to the proposed Potomac Shores Parkway; and

**Whereas**, this very minor amendment is suggested as a placeholder in the Comprehensive Plan to provide general guidance as more specific details of the future Potomac Shores Development relative to the Route 234/Route 1 intersection become available; and

**Whereas**, Council further discussed the matter on May 21, 2013.

**Now Therefore Be It Resolved** that the Council of the Town of Dumfries does hereby authorize the Town Clerk to advertise a joint public hearing with the Planning Commission for July 9, 2013.

By Order of Council:

\_\_\_\_\_  
Gerald M. Foreman  
Mayor

Attest: \_\_\_\_\_  
Dawn Hobgood, Town Clerk

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Willie J. Toney, ;  
Gwen P. Washington, ;  
Derrick R. Wood, ;

**A RESOLUTION TO APPOINT THE BUILDING  
OFFICIAL FOR THE TOWN OF DUMFRIES**

**WHEREAS**, *Town Code §14-3(a)* requires the Council of the Town of Dumfries to appoint a Building Official for the administration and enforcement of the Virginia Uniform Statewide Building Code (USBC); and

**WHEREAS**, the Council of the Town of Dumfries now needs to appoint a Building Official for the Town; and

**WHEREAS**, Terry Myers, the Town of Dumfries Public Works and Zoning Programs Administrator, together with approved Town Building Code consultants who are supervised and overseen by Mr. Myers, are duly qualified to administer and enforce the USBC; and

**WHEREAS**, the Council of the Town of Dumfries is prepared to make this appointment.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the Town of Dumfries on this the 4th day of June, 2013, that Terry Myers be hereby appointed as the Building Official for the Town of Dumfries, and that he shall have all necessary authority on behalf of the Council of the Town of Dumfries to administer and enforce the Buildings and Building Regulations of the Town.

By:

\_\_\_\_\_  
Gerald M. Foreman, Mayor

Attest: \_\_\_\_\_  
Dawn Hobgood, Clerk